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ABSTRACT

This paper describes the contributions of the Gerontological Information Program (GRIP) to the area of career preparation, particularly its role in (1) assisting college faculty in providing courses in gerontology, (2) training students in the utilization of gerontological information, (3) career placement, and (4) manpower assessment. A bibliography lists five references. Appendices include Career Planning in Gerontology (a list of selected readings developed by GRIP), personnel data worksheets, position description forms, and an annotated list of 15 major databases on aging. (FM)

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UTILIZING INFORMATION SYSTEMS IN CAREER PREPARATION PROGRAMS

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Presented at the 33rd Annual Scientific Meeting of the Gerontological Society, San Diego, California, November 23, 1980. Work was completed on the paper while the author was affiliated with Syracuse University's All-University Gerontology Center. For information on the specific aspects of the Gerontological Information Program (GRIP), contact the Project Director, Brockway Hall, Syracuse, New York 13210.

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IR009248

ABSTRACT

UTILIZING INFORMATION SYSTEMS IN CAREER PREPARATION PROGRAMS. S. Ardito, Institute for Scientific Information, 3501 Market Street, Philadelphia, Pennsylvania 19104.

The complexity of information management in gerontology is not only affected by the multidisciplinary nature of the field, but also by the widespread distribution of relevant materials. In October 1976, the Gerontological Information Program (GRIP) was established to provide information about the field of aging at various levels and through various approaches. GRIP I has proved to be such a viable system that it has expanded its capabilities to include the dissemination of pertinent information for curriculum development and the provision of technical assistance in the organization of and access to job openings. Thus, GRIP II is translating current knowledge into instruction related to specific career preparation programs. Products include: card file on current manpower trends in gerontology/geriatrics; instructional package on minority aging; publication of a human resources directory of faculty that facilitates the linkage of ideas and the exchange of course information; analysis of the existing literature on managing the aging work force; and establishment of job placement services. GRIP II, as a unique information system, presents major implications for curriculum planning and career preparation in gerontology.

AoA Grant #2A42A

UTILIZING INFORMATION SYSTEMS IN CAREER PREPARATION PROGRAMS

The evolution of gerontological information systems is a recent phenomenon. Prior to the 1970's, the retrieval of information was primarily limited to Nathan Shock's "Classified Bibliography of Gerontology and Geriatrics", now published bi-monthly in the Journal of Gerontology. Emily Miller and Neal Cutler were considered among the first gerontologists, as recently as 1976, to express a strong need for a more systematic approach to gerontological information. In the intervening four years, the Administration on Aging has funded various projects to enable bibliographic control of the gerontological literature.

Until 1976, it was virtually impossible to develop, test, and evaluate models of gerontological information systems. The multidisciplinary nature of the field, the diversity of users' needs, and the scattered nature of the literature continue to pose formidable barriers to effective transmission of information (Ardito and Dosa, 1980). These problems are compounded by the fact that few colleges in the United States are training specialists in gerontological resource management and library services (Wash, 1978).

To explore the problems of information provision in gerontology, and to demonstrate a national model of information service, Syracuse University's All-University Gerontology Center and School of Information Studies received a Title IV-C grant from the Administration on Aging in 1976. In its initial phase, spanning three years, the Gerontological Information Program (GRIP) integrated the concepts of research, service delivery, and education into the development of a viable information system in gerontology.

The evaluation of an initial Need Assessment Study prompted GRIP to develop

two key information services: current awareness in the form of a periodic newsletter and on-demand information searches utilizing existing computerized retrieval systems, area libraries, and special collections. An empirical evaluation of GRIP's services was conducted in 1979. The results of the Need Assessment Study and evaluation have been reported on at previous meetings of the Gerontological Society (Brindle, Dosa, Gee, 1977; Dosa and Brindle, 1979).

GRIP proved to be such a successful information system model, that AoA awarded two new grants to the project in September 1979. The Title IV-A Career Preparation Program and the Title IV-E Long Term Care Gerontology Center grants are allowing GRIP to focus special attention on the generation of state-of-the-art papers and bibliographies relevant to curriculum development and long term care policies.

The identification of, and contact with, individual faculty prompted a closer examination of the Center's core course on gerontology. The kinds of curriculum information needed and kinds of curriculum products desired were reviewed by GRIP with the core course in mind. In response to faculty requests, GRIP developed several bibliographies on minority aging to supplement offered courses in the College of Human Development and School of Social Work. Afro-American Studies also received extensive resource guides to assist in the development of a multi-disciplinary instructional package to be distributed nationally. Information packages in the areas of counseling, rural programming, community assessment systems, geriatric programs in medical schools, vocational education, the older work force and retirement counseling, and life-long learning - among many others - were widely utilized by faculty at Syracuse and faculty in colleges around the

country. All of the resource guides are available to those planning curriculum or to those currently teaching courses in gerontology.

Additional needs surfaced beyond the provision of topical bibliographies. Faculty expressed an interest in sharing research and curriculum development information informally with their colleagues. This led to the creation of the "Human Resources in Gerontology at Syracuse University" directory, which facilitated this human networking process. The directory consists of individuals at Syracuse University who are involved in education, research, administration, or advanced study related to gerontology. Entries for each individual contain the following information: a listing of gerontology-related courses taught, publications, research, academic interest, other activities, and professional affiliations. The directory seemed to clear the way for the exchange of ideas about curriculum development. GRIP staff have frequently been called upon to consult other universities in the development of their own directories.

A second contribution that GRIP has made to career preparation is the direct training of students in information retrieval. Recognizing the need to sensitize students to the importance of accessing and utilizing gerontological information in their careers, GRIP developed a course offered by the School of Information Studies entitled, "The Information Base of Gerontology". In cooperation with the Educational Resource Center, GRIP also designed a workshop for minority students, women, and the returning older student, all groups having special information needs. Faculty have additionally recognized the important information aspect of the student's career preparation, and now automatically introduce an information component into their courses. Community organizations, as well, have invited GRIP staff to provide similar workshops and training sessions. As

a result of these workshops, many service agencies are developing library collections with information as an item in their line budgets.

As a third facet of its contribution to career preparation, GRIP established gerontology job placement services at the Center in the Spring of 1980. Three notebooks were created and placed in an accessible area: (1) the employment opportunities file lists jobs available nationally and internationally, and is organized by region with states listed alphabetically; (2) the second notebook contains fellowship, grant, and miscellaneous job information; and (3) the third notebook is a resume preparation guide. To supplement these notebooks, a bibliography, "Career Planning in Gerontology: Selected Readings" (Appendix A), and a "Personal Data Worksheet" (Appendix B) were developed as handouts. Additionally, GRIP has purchased directories of gerontological organizations and made these readily available to job seekers. These services were widely publicized during the Center's Spring Career Day. Center staff organized resume writing sessions for students new in the field and for those with experience. Three alumni, employed in different settings, conducted mock interview sessions (mock job descriptions were written and distributed prior to Career Day), and summarized the day long workshop by fielding questions from the students and giving their own personal impressions of the job trends in gerontology.

To keep up-to-date on new positions in the field, GRIP staff monitors the gerontological and geriatric literature, as well as notices sent to the Center. Forms, asking for a brief description of available positions (Appendix C), have been provided to Syracuse University faculty and personnel departments in community organizations. Finally, an extensive state-of-the-art paper, describing current and future needs in gerontology and geriatrics, is available to provide

those in the field with career and curriculum planning trends.

On the strength of GRIP's history, the All-University Gerontology Center will expand its information system capabilities as gerontology and geriatrics continue to find strength in college curriculums. Even now, various faculty are planning for a cluster of courses in the undergraduate Liberal Arts program. Other faculty are examining how the aging process can be incorporated into the natural science curriculum, an area very much neglected until now. Still others are slowly introducing international aging perspectives throughout all disciplines on campus. Finally, a core group of faculty and students are attempting to make research data and tools locally available to assist in the training of students who are conducting their own research.

In summation, GRIP has demonstrated its utility in the area of career preparation in three ways: assistance to faculty providing courses in gerontology, the training of students in the utilization of gerontological information, and career placement and manpower assessment. In the first instance, GRIP has assisted faculty in the development and/or augmentation of curriculum by providing abstracted bibliographies, state-of-the-art papers on trends in specialized subject areas, and a directory of human resources. Secondly, students are exposed to a variety of aging information sources, and are trained to retrieve and utilize information in their roles as future researchers and service providers. Lastly, the new job placement service provides timely information, not only on the availability of current positions, but also on trends in the marketplace for the next decade.

BIBLIOGRAPHY

Arditc, Stephanie C. and Marta L. Dosa. "Gerontological Information", to be published in the Encyclopedia of Library and Information Science, 1980.

Brindle, Elizabeth A.; Dosa, Marta L.; and Gerald M. Gee. "A Prototype Gerontological Information Program", In American Society for Information Science, Information Management in the 1980's, Proceedings of the 40th Annual Meeting, Chicago, Illinois, 1977 (Volume 14). White Plains, New York: Knowledge Industry Publications, Inc., 1977, page 7 (abstract and microfiche text). Also presented at the 30th Annual Scientific Meeting of the Gerontological Society, San Francisco, California, November 1977.

Dosa, Marta L. and Elizabeth A. Brindle. "Impact of Information and Data Support for Practitioners Working with the Elderly", paper presented at the 32nd Annual Scientific Meeting of the Gerontological Society, Washington, D.C., November 1979.

Miller, Emily H. and Neal E. Cutler. "Toward a Comprehensive Information System in Gerontology: A Survey of Problems, Resources, and Potential Solutions", The Gerontologist, volume 16, number 1, June 1976, pages 198-206.

Wash, Patrick. "Librarians Serving Older People", Occupational Outlook Quarterly, volume 22, number 1, Spring 1978, pages 48-52.

APPENDIX A

CAREER PLANNING IN GERONTOLOGY

SELECTED READINGS

Developed by the Gerontological Information Program (GRIP II) for the All-University Gerontology Center's Job Placement Service. Supported by grant #2A42A from the Administration on Aging (Title IV-A Career Preparation Program).

February 1980

Bird
HD
7256
U5
A77

Arthur, Julietta K. Employment for the handicapped. Nashville, Tennessee: Abingdon Press, 1967. 272 pages.

A guide on vocational opportunities for the disabled, their families, and their counselors. Includes sources of help such as financial aid, rehabilitation, and the role of the state employment offices; pros and cons of college education; finding jobs; job training and opportunities; government services; and owning one's own business.

Bird
HF
5383
B425

Berliner, Don. Want a job? Get some experience. Want experience? Get a job. New York, New York: AMACOM, 1978.

Bird
SOC
SCI
REF
HF
5383
B46

Biegeleisen, Jacob Israel. Job resumes. New York, New York: Grosset and Dunlap, 1976. 111 pages.

How to write job resumes and how to present them. Also preparing for interviews.

Bird
HF
5383
B56

Bolles, Richard Nelson. What color is your parachute? A practical manual for job-hunters and career changers. Berkeley, California: Ten Speed Press, 1977. 233 pages.

Step-by-step detail on how to identify what you want to do with the rest of your life, how to locate the job you want, and how to convince the employer you are the best person for the job. Research aids enable the reader to survey and locate organizations of interest within geographic regions.

Bird
REF
HF
5383
B57
c.3

Bostwick, Burdette E. Resume writing--a comprehensive how-to-do-it guide. New York, New York: John Wiley and Sons, 1976. 213 pages.

How to prepare superior resumes, simple and complex. Explains what resumes are, who uses them, reasons to write one; cover letters; several types of resumes; and mailing lists.

Bird
HD
28
076

Dalton, Gene W.; Thompson, Paul H.; and Raymond L. Price. "The Four stages of professional careers--a new look at performance by professionals", Organizational Dynamics, Summer 1977, pages 19 - 42.

This model describes how each one of four successive career stages - apprentice, colleague, mentor, sponsor - involves different tasks, different types of relationships, and different psychological adjustments. High performance means performing well within the appropriate role.

Bird
SOC
SCI
REF
HF
5383
D47

Dickhut, Harold W. Professional resume/job search guide. Chicago, Illinois: Management Counselors, Inc., 1978. 272 pages.

Explanation of how to use this guide and how to write and print resumes. Also included are writing cover letters, making your job search successful, interviews, guidelines for current college graduates, and examples of resumes.

Onon Pub Lib 331 .128 D649

Djeddah, Eli. Moving up. Berkeley, California: Ten Speed Press, 1977. 190 pages.

A program for job relocation and advancement. For the person between jobs or just starting out. A guide to obtaining a job that provides maximum compensation and opportunity for personal effectiveness.

Bird SOC SCI REF HF 5383 E73

Edlen, Edwin E. Job hunting guide--official manual of the Employment Management Association (EMA). Boston, Massachusetts: Herman Publishers, Professional Book Division, 1976. 144 pages.

ELS T 58 A2 A243

"The First job--making the transition to manager", S.A.M. Advanced Management Journal, Autumn 1978, pages 54 - 60.

Bird SOC SCI REF HF 5500.2 G39

German, Donald R. and Joan W. Successful job hunting for executives. Chicago, Illinois: Henry Regnery Company, 1974. 231 pages.

Designed to help overcome problems encountered in the search for a new position. Written from a human relations standpoint. The book is divided into three sections: 1) practical job hunting techniques, 2) looking while you work, and 3) when you are unemployed.

Bird
SOC
SCI
REF
HF
5383
I75

Irish, Richard K. Go hire yourself an employer. Garden City, New York: Doubleday, 1973.

Bird
HF
5549
I66

_____. If things don't improve soon, I may ask you to fire me. Garden City, New York: Doubleday, 1976.

Bird
SOC
SCI
REF
HD
2791
W37

Jablonski, Donna M. (editor). How to find information about companies. Washington, D. C.: Washington Researchers, 1979.

A do-it-yourself guide to business research broken down into local, state, and federal government; private business; public libraries; and foreign firms.

Jackson, Tom. Guerrilla tactics in the job market. New York, New York: Bantam Books, 1978.

Bird
HD
4904
K575

Kirn, Arthur and Marie. Life work planning. New York, New York: McGraw Hill, volumes 1 and 2, 1974.

These two manuals are about life work planning. This program assumes either that the reader is raising basic questions about his/her life and/or work, or that circumstances have raised these questions for the reader.

Koberg, Don and Jim Bagnell. Values tech. Los Altos, California: William Kaufmann, 1976.

Onon Pub Lib 331 .128 L348

Lathrop, Richard. Who's hiring who. Berkeley, California: Ten Speed Press. 260 pages, illustrated.

There are more than 600,000 jobs every month that go unclaimed. This book shows the new job seeker how to cope with today's job market by utilizing job-hunting techniques which produce satisfying results.

Bird HD 5723 E56 n. 718

Lecht, Leonard A. Employment and unemployment: priorities for the next five years. New York, New York: Conference Board Inc., volume 69, 1977.

McClendon, Edward L. "How to look for a job", S.A.M. Advanced Management Journal, Autumn 1978, pages 48 - 53.

Bird HF 5382 .5 U5 M3

McKay, Ernest A. Job guide to American corporations for college graduates. New York, New York: Macmillan, 1967. 374 pages.

The Macmillan job guide to American corporations for college graduates, graduate students, and junior executives.

Bird
SOC
SCI
REF
HF
5382
.5
U5
M334

Manpower Research Associates. Arco handbook of job and career opportunities. New York, New York: Arco Publishing Company, Inc., 1978. 301 pages.

A guide that provides concise, accurate information about most major occupations.

Bird
HD
6058
P59

Pogrebin, Letty Cottin. Getting yours--how to make the system work for the working woman. New York, New York: Avon Books, 1975. 312 pages.

Offers hard-hitting, commonsense answers to the work problems women face in today's job market. Five sections: I) work, home, and family: the personal is political; II) a job is a job-or is it?; III) working women and the law; IV) getting yours your own way; and V) career sampler and where to get help.

Bird
REF
HF
5383
G725

Resume Service. Jean Reed, editor. Resumes that get jobs. New York, New York: Arco Publishing Company, Inc., 1977. 172 pages.

A guide to help write an interview-getting resume. Teaches the reader to present "selling points" in an organized manner. In two parts: 1) essential information about resumes, and 2) writing your resume.

Bird
SOC
SCI
REF
HF
5382
.5
U5
S24

Salmon, Richard P. Job hunter's guide. Cambridge, Massachusetts: Brattle Publications, 1978. 154 pages.

Techniques for job hunting successfully which includes self analysis; a selected bibliography on other literature on job hunting; making contacts (writing letters, resumes, interviewing); and relocating in eight different areas (Atlanta, Georgia; Boston, Massachusetts; Denver, Colorado; Phoenix, Arizona; Portland, Oregon; San Diego, California; San Francisco, California; Seattle, Washington).

Bird
SOC
SCI
REF
HF
5383
S53

Shykind, Maury. Resumes for job hunters. New York, New York: Arco Publishers, 1976. 210 pages.

A comprehensive step-by-step manual showing how to make a professional search for the position best suited to each individual's own needs to obtain career satisfaction.

Souerwine, Andrew H. Career strategies--planning for personal achievement. New York, New York: AMACOM, 1978.

Bird
HD
5701
U53
no. 51

U. S. Department of Labor. Employment service--an institutional analysis. Employment and Training Administration. Washington, D. C.: U. S. Government Printing Office, 1977.

A study that investigates institutional factors effecting the performance of the employment service. Analyses of six regional offices and the National Office of the Employment and Training Administration (ETA).

Weiler, Nicholas W. Reality and career planning--a guide for personal growth. Reading, Massachusetts: Addison-Wesley, 1977.

APPENDIX B

PERSONAL DATA WORKSHEET

NOTE: You will probably not use all the information you put on these worksheets on your actual resume, but it is valuable to gather it all together before starting, then you can choose the most important items.

NAME _____ DATE OF BIRTH _____

PRESENT ADDRESS: _____

_____ TELEPHONE _____

PERMANENT ADDRESS: _____

_____ TELEPHONE _____

HEALTH (optional) _____ MARITAL STATUS (optional) _____

HEIGHT (optional) _____ WEIGHT (optional) _____

PERSONAL ASSET LIST

ACHIEVEMENTS AND SKILLS: Try to list all the skills you possess. Do this by making a list of all job and school successes or other achievements. Then ask yourself what skills you needed to obtain these achievements and successes.

ACHIEVEMENTS/SUCCESSES	SKILLS NEEDED TO ACHIEVE

(Use additional sheets if necessary)
(Please add to this list if you recall other achievements and skills while completing this Personal Asset List.)

JOB OBJECTIVE: Do this in the form of the "To be" phrase. Try to use your skills, interests, desired employers, and work content areas.

_____

_____

_____

_____

EDUCATION: (list most recent first)

Degree:_____ Major:_____ Date:_____

Minor:(If any)_____

G.P.A.: (Overall)_____ Major:_____

Course Concentration:_____

_____

College Address:_____

Degree:_____ Major:_____ Date:_____

Minor:_____

G.P.A.: (Overall)_____ Major:_____

Course Concentration:_____

_____

College Address:_____

(If you have additional formal educational experiences, list them below following same format.)

SPECIAL TRAINING:

(Workshops, Seminars, Certificate Programs, Independent Study, Foreign or Computer languages, etc.)

Degree/Certificate_____ Date:_____

Subject:_____

Degree/Certificate:_____ Date:_____

Subject:_____

(List additional special training below.)

RELATED EXPERIENCE: List all extracurricular activities, functions and skills related to your job objective. You may also include related volunteer experience.

VOLUNTEER EXPERIENCE:

Position:_____ Dates:_____
Brief Description:

Position:_____ Dates:_____
Brief Description:

OTHER EXPERIENCE: List any other experience not otherwise listed above. (Travel, typing, languages, etc.)

ACTIVITIES: Including all extracurricular, clubs, committees, etc.

INTERESTS: Hobbies, sports, other interests.

PROFESSIONAL AFFILIATIONS: List all associations, organizations to which you belong.

MILITARY SERVICE:

HONORS: Awards (Dean's list, Who's Who, Merit awards, etc.)

MISCELLANEOUS: Any other important or relevant information not included above (foreign travel, etc.)

WORK HISTORY

Job Title	Company and Location	Dates	Responsibilities and Functions	Skills Used

APPENDIX C

SYRACUSE UNIVERSITY

ALL-UNIVERSITY GERONTOLOGY CENTER

TRAINING ☐ RESEARCH ☐ SERVICE

1. Deadline for Application _____

2. Title and a Brief Description of Available Position:

_____

_____

_____

_____

_____

3. Agency/Organization/Company etc. _____

_____

(Address) _____

_____

_____

(Phone) ( ) _____

4. Gerontology Associate to Contact for Further Information

_____

(Phone) ( ) _____

5. Comments _____

_____

_____

_____

_____

_____

_____

Please staple copies of any other information about the position to this form.

Please phone the information or return this form to:

Jean Pavek
All-University Gerontology Center
Brockway Hall
Ext. 4633

BROCKWAY HALL ☐ SYRACUSE UNIVERSITY
SYRACUSE N.Y. 13210 ☐ TEL: 315-423-4683/93

SYRACUSE UNIVERSITY

ALL-UNIVERSITY GERONTOLOGY CENTER

TRAINING ☐ RESEARCH ☐ SERVICE

1. Deadline for Application_____

2. Title and a Brief Description of Available Position:

_____

_____

_____

_____

3. Agency/Organization/Company etc._____

_____

(Address)_____

_____

_____

(Phone)_____

4. Agency Person to contact for Further Information:

_____

(Phone)_____

5. Comments:_____

_____

_____

_____

Please staple copies of any other information about the position to this form.

Please return this information:

Jean Pavek
All-University Gerontology Center
Syracuse University
Brockway Hall
Syracuse, N.Y. 13210
(315/423-4683)

APPENDIX D

MAJOR DATA BASES IN AGING

1. Andrus Gerontology Exchange (AGEX)
University of Southern California
Ethel Percy Andrus Gerontology Center
University Park
Los Angeles, California 90007
213/741-6060

Established in 1978, AGEX offers a computerized search and retrieval system, which is both an information source and resource of gerontological information. Available services are: computer tapes of bibliographical citations on special topics; bibliographies based on user request in hard copy format; publication lists of Center-authored and published materials on selected topics; and reprint requests service of journals and technical literature authored by Center faculty, staff, and researchers.

* For more information, contact Stewart Greathouse at the above address.

2. Bureau of the Census
U. S. Department of Commerce
Washington, D. C. 20233

In addition to the census taken every ten years, the Bureau has conducted, and continues to conduct, several analytical studies on the elderly. These include the Omaha Feasibility Study; Minority Elderly Study; living arrangements of the elderly, tabulated for all 50 states; a guide to centennial census on data and the elderly; long term care needs and institutionalization, in all 50 states; and income maintenance for 87 counties in Minnesota.

Additionally, Volume 2 of the 1980 Census will have a section on the Characteristics of the Older Population (60+) and Persons in Institutions and other Group Quarters. Regular publications include: Annual Housing Survey, Current Population Survey, Current Population Reports, National Health Survey, National Crime Survey, and the Annual Demographic File.

* For a list of publications, contact the Public Information Office, at above address, or call 301/763-5400.

3. Classified Bibliography of Gerontology and Geriatrics. Stanford, California: Stanford University Press, 1951. Supplement I, 1949 - 1955, 1957; Supplement II, 1956 - 1961, 1963. (Note: For publications since 1962, see "Current Publications in Gerontology", Journal of Gerontology.)

Attempts to deal with a broad range coverage of the field of gerontology, ranging from biochemistry to social science and social work studies. References to the period of growth and development have been excluded; only studies showing adult status or change in some structure or function with time are included. The Classified Bibliography provides an index of authors and an index of subjects; the "Current Publications" is arranged by topic headings only.

* For further information, contact Dr. Nathan W. Shock, Editor, at the Gerontology Research Center, National Institute on Aging, National Institutes of Health, Baltimore City Hospital, Baltimore, Maryland 21224.

4. Educational Resources Information Center (ERIC)
National Institute of Education
Washington, D. C. 20208

ERIC is the complete data base on educational materials, consisting of two main files: Resources in Education (RIE), which is concerned with identifying the most significant and timely education research reports; and Current Index to Journals in Education (CIJE), an index of more than 700 publications of interest to every segment of the educational profession.

ERIC indexes a wealth of document types: research reports, evaluation studies, curriculum guides, lesson plans, bibliographies, course descriptions, theses, journal articles, pamphlets, and other "fugitive" materials. Most items, aside from journal articles, can be purchased from the ERIC Document Reproduction Service (EDRS) in paper copy or microfiche. There are approximately 650 locations throughout the country having ERIC microfiche. Most are open to the public.

Dates covered are 1966 to the present. 280,000 citations were included as of June 1977, with 3,000 being added monthly. This data base can be searched manually or on-line (for a fee).

* Questions concerning the file should be directed to User Services Coordinator, ERIC Processing and Reference Facility, 4833 Rugby Avenue, Suite 303, Bethesda, Maryland 20014, 301/656-9723.

5. Excerpta Medica
P. O. Box 1126
1000-BC Amsterdam
The Netherlands

Of particular relevance is Section 20-Gerontology and Geriatrics. Nearly every aspect of human medicine, including topics in the basic biological sciences with some emphasis on human medicine, is covered. An outstanding feature is its unusually complete coverage of articles on drugs and potential drugs. This data base provides access to periodical articles, books, monographs, dissertations, and conference proceedings. It indexes articles from more than 3,500 primary journals from 110 countries.

Section 20 covers the literature from 1958 to the present. It can be requested manually or online (for a fee).

* For more information, contact Ms. Gerda Yska, Use Education Officer, at the address given above, telephone: Amsterdam 26 44 38.

6. Gerontological Information Program (GRIP)
Syracuse University
All-University Gerontology Center
Brockway Hall
Syracuse, New York 13210
315/423-2790

Established in 1976, through a grant from the Administration on Aging, GRIP actively collects information on various aspects of aging to support research; program planning, development, and evaluation; and the multi-faceted areas of service delivery.

* Searches on diverse topics in aging are free. Contact GRIP Director at address given above.

7. Monthly Catalog of United States Government Documents
Superintendent of Documents
United States Government Printing Office
Washington, D. C. 20402

Indexes public documents generated by the United States federal government, including congressional documents as well as documents from various other government agencies and their departments. Indices are arranged by sponsering government agency, author, title, subject, and series report number. Searching is done on-line (for a fee) or manually.

Materials are individually priced and ordered from the above address.

8. National Archive of Computerized Data on Aging
University of Michigan
520 East Liberty
Ann Arbor, Michigan 48109
313/763-4470; 313/764-5199

Established in 1977, through a grant from the Administration on Aging, this National Archive's principal goal is to facilitate the sharing and analysis of available data in order to increase the knowledge of aging and the aged and to enhance research and planning on behalf of older Americans.

Aging-related data is collected and disseminated from and to a variety of sources. Training activities are provided to stimulate and enhance the use of the archival resources, and consultation services are provided to give technical and substantive assistance to practitioners and policymakers in the use of the data resources.

A newsletter is published irregularly: NACDA Bulletin. All services are available without charge.

* For more information, contact Susan B. Haberhorn, agency liaison, or Michael Traugott, university liaison, at the above address.

9. National Center for Health Statistics
U. S. Public Health Service
Health Resources Administration
5600 Fishers Lane
Rockville, Maryland 20852
301/433-1068

The Center provides statistical data for the planning of national health care programs and develops and maintains statistical data collection systems. Provides technical assistance in training state and local personnel and participates in research with foreign countries.

Publishes Annual Life Tables, Health and Nutrition Examination Survey, Health in the United States, Health Interview Survey, Health Resource Statistics, Hospital Discharge Survey, National Care Medical Expenditure Survey, Nation's Use of Health Resources, Nursing Home Survey, and Vital Statistics.

Publications Hotline: 301/436-NCHS.

* For more information, contact Mary Grace Kovar or Sandy Smith at the above address.

10. National Gerontology Resource Center
NRTA/AARP
Room 600
1909 K Street, N.W.
Washington, D. C. 20049
202/872-4844

Provides information and research assistance to the staff of the NRTA and AARP and to other aging-related organizations. The Resource Center includes a library of approximately 6000 volumes in the subject areas of social gerontology and retirement and a program of information analysis and computerized information retrieval.

* For more information, contact Paula Lovas, Head, or Mary Power, Coordinator of Information Services, at the above address.

11. National Technical Information Service (NTIS)
U. S. Department of Commerce
5285 Port Royal Road
Springfield, Virginia 22151
703/557-4642

Established in 1946 and becoming a clearinghouse in 1964, NTIS offers public access to government publications and data files. The data base consists of government-sponsored research, development, and engineering reports plus analyses, journal articles, and translations prepared by federal agencies, their contractors, or grantees. Also includes approximately 560,000 items in the areas of science, technology, economics, business, health planning, urban and regional development and planning, energy conservation, and societal problems. Over 300 federal government agencies are represented by NTIS. An advantage of NTIS is that it provides, in most cases, a document delivery service for a small fee. Searching is done manually or on-line (for a fee).

12. Psychological Abstracts
American Psychological Association
1200 Seventeenth Street, N.W.
Washington, D. C. 20036
202/833-7600

Established in 1967, this data base provides evaluative summaries of the world's literature in psychology and related disciplines. Over 950 journals, technical reports, monographs, and other scientific documents are covered. About 30% are bibliographic citations or annotations which are used to cover books, secondary sources, articles peripherally relevant to psychology, or articles that can be represented adequately in approximately 30 - 50 words. There are 16 major classification categories, plus subsections of some categories. Searching is done manually or on-line (for a fee).

13. Public Affairs Information Service (PAIS)
11 West 40th Street
New York, New York 10018
212/736-6629

PAIS, established in 1915, covers the whole range of the social sciences with emphasis on contemporary public issues and the making and evaluating of public policy. Worldwide in geographic scope, it lists publications in English, French, German, Italian, Portuguese, and Spanish. PAIS provides access to periodical articles, books, pamphlets, and federal, state, and local government documents, as well as publications of public and private agencies, yearbooks, and directories. It indexes over 1,000 journals and 8,000 monographs per year.

Available in hard copy (PAIS Bulletin and PAIS Foreign Language Index) or in machine-readable form since 1976.

* For further information, contact Mr. Wilhelm Bartenbach, Executive Director, at the above address.

14. Science Citation Index (SCI)
Social Science Citation Index (SSCI)
Institute for Scientific Information
325 Chestnut Street
Philadelphia, Pennsylvania 19106
215/923-3300, Ext. 357

Retrieval dissemination service, established in 1972, of the world's scientific and technical literature for scientists, educators, and clinical practitioners. Subject areas include life sciences, clinical medicine, physical and clinical sciences, nutrition, and social and behavioral sciences. Data sources include 500,000 articles indexed from more than 3,000 journals.

SSCI has a special feature of searching authors and tracing articles which have cited these authors. This service provides easy access to newly published articles through the subject relationships established by an author's reference to prior publications.

These indices can be searched manually or on-line (for a fee).

* For further information, contact Mr. Richard Sweet, Manager, Data Base Marketing, at the above address, or using the toll-free number: 800/523-1850.

15. Service Center for Aging Information (SCAN)
U. S. Department of Health, Education, and Welfare
Administration on Aging
National Clearinghouse on Aging
11790 Parklawn Drive
Rockville, Maryland 20852
800/638-6051

SCAN is a national information system for the field of aging in the form of a machine-readable bibliographic data base. SCAN provides referral service to other clearinghouses, data bases, and information services and technical assistance for both information systems and discipline focus. Documents are available in microfiche and photocopy.

The National Clearinghouse on Aging has recently taken over the activities of the KWIC/ASTRA Training and Educational Resources program, formerly at Duke University's Center for the Study of Aging and Human Development. KWIC (Key Word Indexed Collection) is designed to assist trainees and educators in the identification of resources for training. ASTRA (Analysis and Selection of Training Resources in Aging) maintains a network of experts who review the training and educational material received at KWIC.

* Although SCAN is not fully operational at this time, further information on this and KWIC/ASTRA can be obtained from Don Smith at the above address.